

## CONFIDENTIAL

### OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

1 May 1974

1. Parking. We have now issued all of the reserved permits which were available to us for disabled employees and visiting Chiefs of Station. It is only natural that the holders of these permits begin to adopt a proprietary attitude, but we will have to follow-up from time to time to be sure that they are returned when they have served their purpose. Otherwise, we will not be able to meet new requirements as they arise. Please review these cases from time to time and be sure that individuals to whom they are issued do not hold them any longer than necessary. Please also emphasize that, when one of these permits is lent to an employee, he should take particular care to be sure it isn't lost or stolen. Some employees are still careless about having them in unlocked cars, or even in convertibles with the tops down.

2. Retirement. When an employee is assigned to a post which has a post differential, he can be paid the differential on unused annual leave if he is at the post on the date of his retirement. Under such circumstances the employee and his dependents would proceed directly to his point of retirement. If the employee is needed at headquarters for processing or counselling, he (but not the dependents) can be brought to headquarters TDY from the retirement point. If the employee and dependents come to Washington PCS, they can retire here with normal benefits, but will not receive the post differential for unused annual leave.

3. Homecoming Day. The response to invitations for the Retirees Homecoming Day has been heavy, and there is no doubt that the auditorium will be filled. As of this morning, there were 439 who had accepted the invitation and there are still a few days to go.

4. DDM&S Promotions. On Thursday, 2 May, a DDM&S supergrade promotion ceremony will be held in the Auditorium. All DDM&S personnel GS-15 and above are invited. We hope that you can arrange your work schedule to be there.

5. Retroactive Pay Adjustment. The Office of Finance has received an advance copy of Civil Service Commission Bulletin 531-66 providing guidelines for the retroactive pay for the period October 1972 to January 1973. As expected, these guidelines require that pay must be recomputed for every person who was employed as a General Schedule (GS) or similar administratively determined pay rate position for any portion of the retroactive period. Recomputation of all pay, allowances, and differential entitlements and appropriate deductions will be required. Recomputation of retirement pay and deductions will also be required. The Agency is obligated to try to trace former employees or survivors of deceased employees in order to make any retroactive payments that are due. The Office of Finance will continue discussions with OJCS and OP representatives to firm up action plans for the mammoth task of making these payments. It is still too early to realistically estimate when payments will be made. We understand that the new overtime rules have a higher priority.

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6. Annual Report of Representational and Operational Expenses. We have sent to you separately the annual report, prepared by the Office of Finance, which lists the FY 73 expenditures of representational and operational entertainment. Each Area Division has one or more stations which have over-obligated the representation allowance. We are asking that you review the charges to these accounts, be sure they are proper, make whatever adjustments are necessary, and then provide us with a written explanation of any remaining overage. We regret that we are coming to you so late in the fiscal year, but we would obviously like to complete this exercise before the end of FY 74. For this reason, could you please provide us the data as soon as possible.

7. Statutory Changes Affecting the Administration of Annual Leave. State Department has issued FAMC No. 673, same subject, to all of its posts. Although the same statutes affect the Agency, our policy implementing this is still being coordinated. It should be out soon, and when published, will be forwarded to the field. [REDACTED]

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